



Sacramento Metropolitan Fire District

2101 Hurley Way · Sacramento, California 95825-3208 · Phone (916) 566-4000 · Fax (916) 566-4200

Request For Formal Bid (RFFB)

Date: August 21, 2008

Subject: The Sacramento Metropolitan Fire District is requesting written bids for:
first quality medical supplies for emergency medical services.

Submit Written Bid To: Sacramento Metropolitan Fire District
Address: 2101 Hurley Way
City/Zip: Sacramento, Ca 95825-3208
Attn: Charlotte Tilson
Title: Board Clerk

Direct Technical Inquiries To: Contact: Duane Arend, EMS Director
Phone #: (916) 566-4350
E-mail: arend.duane@smfd.ca.gov
Fax #:

Written Bids Shall Be Submitted By: Date: September 8, 2008
Time: 4:00 p.m., PDT

NO EXCEPTIONS

Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the person specified above under "Submit written Bid to" section will not be accepted. **Note: All submitted bids shall be sealed.**

The Sacramento Metropolitan Fire District intends to award the contract to the lowest, responsive, responsible bid. The Sacramento Metropolitan Fire District reserves the right to reject any or all bids offered in response to this RFFB, and either rebid or take any other action permitted by statute. The District reserves

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Signature: _____ Date: ____/____/____ Title: _____

the right to negotiate the terms and conditions of any final contract for purchase of the item(s) described herein.

Questions, requests for further information and/or clarification of the bidding process should be directed to:

Purchasing Agent
Sacramento Metropolitan Fire District
3121 Gold Canal Drive
Rancho Cordova, CA 95670
(916) 859-4517

Scope of Work/Specifications:

I. General Description

The Sacramento Metropolitan Fire District (SMFD) is soliciting bids for first quality medical supplies for emergency medical services. The purchase of medical supplies will include items used by ambulances, engines, grass rigs, trucks, boats, bicycles, and helicopters in the delivery of BLS and ALS care to the community served by Sacramento Metropolitan Fire District.

II. Requirements

The Sacramento Metropolitan Fire District is requesting vendors supply a bid that is inclusive of all possible costs associated with purchasing medical supplies including return of items to stock, overnight shipping, and other potential associated costs.

Vendors must include information in their RFFB, but not limited to, the items listed below:

1. To be considered, all bids must adhere to the requirements and submit all information requested as listed in Appendix 1: Instructions For Submitting Bid/Proposal.
2. To be considered, all bids must adhere to the requirements and submit all information requested as listed in Appendix 2: General Conditions Of Formal Bid/Proposal.

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3. To be considered, all bids must adhere to the requirements and submit all information requested as listed in Appendix 3: Vendor Background.
4. To be considered, all bids must adhere to the requirements and submit all information requested as listed in Appendix 4: Project Specifications.
5. To be considered, all bids must adhere to the requirements and submit all information requested as listed in Appendix 5: Costing.
6. To be considered, all bids must complete and submit, in electronic format, the information requested as listed in Attachment 1: Excel document, "Inventory Cost Spreadsheet for Medical Supplies".
7. Each bid must include the cost for services to be provided, which shall include, but not be limited to all costs associated with the purchase of the medical supplies.

Bid Openings:

All bids received will be opened at the date, time and location indicated below:

Date: September 9, 2008

Time: 10:00 a.m., PDT

Location: Sacramento Metropolitan Fire District

2101 Hurley Way

Sacramento, Ca 95825-3208

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Bidder Submission Instructions

Bid Submission Packet

To successfully submit a formal bid, bidders are required to submit a sealed bid packet to the location specified in the “Submit Written Bid To” section above. The bid packet shall contain the following documentation:

- The “Request For Formal Bid Document” with signature, date and title at the bottom of each page indicating that the formal bid document, including attachments, was received and read.
- A Written Bid shall be submitted on company letterhead adhering to the specifications identified in the “Scope of Work/Specifications” section of the Request For Formal Bid. The total cost for the requested project/service shall include all applicable costs (tax, shipping, etc.) and a final total.

Bid Submission Method

Sealed Bids shall be submitted using one of the following methods:

- In Person – hand delivered to the Sacramento Metropolitan Fire District to the address provided in the “Submit Written Bid To” section.
- By mail - using certified or registered mail with return receipt requested, or by overnight delivery services to the address provided in the “Submit Written Bid To” section.

Upon Bid Award

- Upon Bid Award, the successful bidder shall submit the appropriate Conflict of Interest Statement.
- Upon Bid Award, the successful bidder shall provide proof to the satisfaction of the District of appropriate insurance coverage, such as a Comprehensive General Liability policy, a Professional Errors and Omissions policy, or Worker’s Compensation policy, depending upon the nature of the services or personal property requested.
- Upon contract award, it becomes the supplier’s responsibility to furnish the personal property or special services meeting the specifications stated. Deviations from these specifications must be stated by the supplier when making a proposal. If not stated, the District assumes that the specifications are going to be met. Deviations are not automatically acceptable and major deviations must be investigated to determine whether or not all bidders should be advised of a specification change and given the opportunity to resubmit bids.

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Signature: _____ Date: ____/____/____ Title: _____